



August 1, 2001

City of West Bend
Mr. Dennis W. Melvin
1115 South Main Street
West Bend, Wisconsin 53095

Dear Mr. Melvin:

I am pleased to inform you that your municipality has been delegated an agent of the Department of Commerce in accordance with Wisconsin Administrative Code, ss. Comm 50.22 and 66.24, for commercial building code enforcement. Your municipality will have primary responsibility for review of building and heating plans for all commercial buildings newly constructed, added to or altered as prescribed below. Building plans for such buildings that are located within your municipality should no longer be submitted to our agency.

The agent delegation granted to the City of West Bend regarding plan examination is as follows:

- Plan examination for proposed commercial building alterations without any area restriction. Extensive alterations involving structural and mechanical engineering involvement beyond the ability of the City's staff shall be referred to the Department of Commerce.
- Simple structural review (single story only, roof spans not exceeding 18 ft. and wall heights not exceeding 12 ft.).
- Plan exam for additions not more than 2,500 s.f. floor area, one floor level, roof spans up to 18 ft. and wall heights not exceeding 12 ft.

Your municipality also remains authorized per state statute 101.12(3)(g) to provide inspections in lieu of the state for all commercial building projects, regardless of size, in your municipality. However, plan review for projects beyond the certified municipality size limits will still be done by our agency.

An exception to the above is that our agency retains jurisdiction for plan review and inspection authority for all state-owned buildings.

Your municipality shall follow the plan examination and inspection procedures under (5) and (6) of s. Comm 50.21. Attached is our agency's Quality, Quantity & Time (QQT) standards developed for our plan review staff; which we would expect your staff to use as a guideline. Municipalities may refer more complex projects to our agency as needed. We shall periodically monitor your municipality and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. Note that conditions of our delegation may change in the future. Municipalities are always free to relinquish their delegated authority.

I understand that Mr. Richard L. Simmons will remain responsible for plan review and inspections and has the proper certification to do so. We do require that inspectors attend agency-approved continuing education to maintain their certification.

We will begin work on a press release announcing this action so that building designers will know where to submit plans. Our inspection deputy for the area will be meeting with your inspector to discuss our procedures for state inspections in certified municipalities.

The Division of Safety and Buildings looks forward to working with you.

Sincerely,

Michael Corry
Administrator

cc:

Henry Kosarzycki, Municipality Monitoring Agent
Randy Baldwin, Integrated Services Bureau
Dan Graham, Field Operations Bureau
Dale Mitchell, Certified Municipalities Coordinator
Sherry Liantonio, Office of Public Information